

<i>POLICY</i> TRAVEL EXPENSES	Number: 3-90 Section: FINANCE Page: 1 of 2
Issuing Authority	CASLP-NL Board of Directors
Author	CASLP-NL Board of Directors
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OVERVIEW

The Health Professions Act section 8 (8) and 9 (5) and the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (“CASLP-NL” or the “College”) Administrative By-laws make provision for reimbursement for elected members of the College for travel and other expenses associated with performing their duties as members of the College. Elected members are to be reimbursed based upon the recommendation of the Board.

POLICY

College members and any individuals who are required to travel and/or incur expenses related to their duties on behalf of the College shall be reimbursed for their expenses. Reimbursement will be consistent with the published guidelines of the Government of Newfoundland and Labrador.

Travel by private vehicle will be paid at the Basic Rate (rate generally paid to employees who use their private vehicles on employer business).

Hotel accommodations will be provided for two nights. Additional nights may be considered and reviewed on a case-by-case basis, for reasons such as inclement weather, airline cancellation, and other extenuating circumstances.

Travel by air will be arranged by the individual and will be reimbursed according to the travel receipts: airline receipt, travel to and from the airport at the government rate as stated above, airport parking, and/or taxi.

For those individuals traveling by air, car rental will be provided for the day of arrival (ie. day of or day preceding the scheduled meeting) until the day following the scheduled meeting for a maximum of 3 days.

An incidental rate will be provided for a maximum of 3 days based on the guidelines of Government of NL.

Any exceptions to the policy will be at the discretion of the executive.

PROCEDURE

- Individuals must complete and sign a travel expense form (Form 5-70).
- Rates for meals, accommodations and incidentals will be reviewed on an annual basis and will correspond to the rates posted for employees of the Government of Newfoundland and Labrador.
- Rates for mileage will be adjusted quarterly based upon rates posted for employees of the Government of Newfoundland and Labrador.
- Expenses must be approved by the Treasurer and/or the Chair of the College Board of Directors.
- A copy of travel expense claims will be maintained by the Treasurer of the College for a minimum of six years from the end of the latest year to which they relate unless written permission is given by the Canada Revenue Agency.
- Travel expense claims should be submitted to the College Treasurer within 30 days of incurring the expenses.
- Travel claims must be paid by the College Treasurer within 30 days of receiving a properly completed Travel Expense Claim form.

Receipts are required for reimbursement of air/ground travel, hotel, and parking.

APPROVED BY:



CASLP-NL Chairperson



CASLP-NL Board Member